



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

## MEMORANDUM

JUN 24 2003

To: Heads of Bureaus and Offices  
Bureau and Office Procurement Officers  
Bureau and Office Chief Information Officers

From: W. Hord Tipton *W. Hord Tipton*  
Chief Information Officer

for Debra Sonderman *Debra Sonderman*  
Director, Office of Acquisition and Property Management

Subject: Consolidated Department of the Interior (DOI) Information Technology  
(IT) Hardware Purchase Contracts Awarded for Desktops and Servers

On December 13, 2002, we initiated a freeze on IT hardware purchases until a consolidated purchase mechanism could be launched. Through a competitive approach, DOI signed purchase contracts with Dell for desktops and servers as mandatory sources for these two categories of hardware. The award of these contracts cancels the freeze only for purchases made through these contracts for desktops and servers.

The bureau and office Chief Information Officers (CIOs) and Bureau Procurement Chiefs (BPC) have been given the necessary information for placing orders against these contracts. The CIO and BPC in each bureau have the responsibility to communicate these processes to warranted personnel and ordering officials for these contracts (designated by the BPC in accordance with DOI's Contracting Officer Warrant System manual and in coordination with the CIO staff). The DOI on-line enterprise hardware website provides contract information, vendor links for the desktop and server configurations as well as options available under this contract: <http://www.doi.gov/ocio/erm/hardware/index.html>. When on-line store fronts are established for these contracts, some of the ordering process will be automated (e.g., draft orders can be created online and executed by personnel designated as ordering officials in each bureau.) The DOI Acquisition Managers Partnership is helping to finalize the functional capabilities of these store fronts.

Dell should have their on-line store fronts up and operational on or before July 6, 2003. In the interim, each bureau has been given alternative avenues to begin ordering equipment. Please see the above website for details. Our contracts include provisions for delivery dates within 30 days of order, a 3-year warranty, and one business day response for support. Please see the website for the detailed configurations for the hardware

covered by these purchase agreements. The base configurations are designed to meet 90% of all user requirements without exercising any of the options. To enhance consistency, please use the base configuration whenever possible.

The contractual arrangement with Dell is a Schedule Blanket Purchase Agreement (BPA) which addresses the need to have a contractual instrument in place in order to use the Government Charge Card as a payment tool for orders in excess of \$2,500. Part of the consideration to Dell for their discount pricing was a commitment by DOI to pay for orders via charge card. Dell will provide reporting information that DOI will use for procurement data system reporting and property management tracking. Once IT approval for the purchase has been obtained per your bureau's procedures, designated ordering officials will place orders on Dell's on-line store front using the purchase card to pay for the order. (Ordering officials, once designated in writing by the BPC, will have charge card single purchase authorizations established at a level high enough to cover the largest order they are expected to place under the BPA.) While it is expected that most orders will be placed by ordering officials, Warranted Contracting Officers may be tasked to place large dollar orders with complex delivery or other requirements under the BPA. These orders will need to be coordinated in advance with Dell's sales staff and will provide for the charge card to be used as the payment mechanism.

#### Laptops

The specifications developed for the laptop procurement were found to be inadequate to award a contract. Consequently, the specifications have been updated and a new request for quotes was issued. The anticipated award date for laptops is July 18, 2003. The freeze on purchase of laptops remains in effect until the July award is made. Please use the bureau CIO waiver delegation process to meet emergency requirements for laptops in the interim.

#### Tablet PCs

The results of the initial solicitation convinced the technical evaluation team that tablet PC technology has not matured enough to warrant a DOI enterprise contract. Tablet PCs were not included in the January hardware freeze and will not be considered for an enterprise contract for at least another year.

#### Storage

The hardware freeze continues on storage devices until a Departmental source can be identified. This includes disk drives, optical disc, RAID, solid state disks, and tape/optical drives/subsystems. The Interior Architecture Platform Domain Architecture Team will use the same process for establishing standards and functional requirements. A suite of sources will be competitively selected for storage devices as quickly as possible. This freeze does not affect non-shared storage solutions such as desktop hard drives, CD-R/CD-W, or similar type of desktop storage peripherals.

CIOs and procurement officials are encouraged to use judgment in honoring the intent of the DOI mandatory source for categories of hardware covered by these contracts. We extend to all Bureau/Office CIOs the authority to allow exceptions to purchases of

desktops and servers where genuine functional requirements cannot be met. However, we anticipate limited need to go outside the mandatory contract. Likewise, the CIOs' authority to allow exceptions for purchasing laptops and storage devices continues until contracts are in place later this year.

Please note that these contracts are for purchase of equipment in support of the DOI's mission. These contracts cannot be used to purchase equipment for personal home use.

Thank you to the bureaus and offices that actively worked on developing these contracts. The result of this effort is a giant step forward in standardizing our infrastructure under the Interior Enterprise Architecture.

cc: Contracting Officer, John Sherman (BLM)